

## Department of Planning and Zoning

149 Church Street  
Burlington, VT 05401  
Telephone: (802) 865-7188  
(802) 865-7195 (FAX)  
(802) 865-7142 (TTY)

*David White, AICP, Director*  
*Ken Lerner, Assistant Director*  
*Sandrine Thibault, AICP, Comprehensive Planner*  
*Jay Appleton, GIS Manager*  
*Scott Gustin, AICP, Senior Planner*  
*Mary O'Neil, AICP, Senior Planner*  
*Nic Anderson, Zoning Clerk*  
*Elsie Tillotson, Department Secretary*



**TO:** Development Review Board  
**FROM:** Scott Gustin *SG*  
**DATE:** June 3, 2014  
**RE:** 14-0906CA; 346 Shelburne Street

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**Note: These are staff comments only; decisions on projects are made by the Development Review Board, which may approve, deny, table or modify any project. THE APPLICANT OR REPRESENTATIVE MUST ATTEND THE MEETING.**

Zone: NAC                      Ward: 6

Owner/Representative: CDB Property, LLC / Duncan-Wisniewski Architecture

**Request:** Construct addition on sixth floor for additional office space.

### **Applicable Regulations:**

Article 4 (Maps & Districts), Article 5 (Citywide General Regulations), Article 6 (Development Criteria & Guidelines), Article 8 (Parking)

### **Background Information:**

The applicant is seeking approval to construct a 1,140 sf 6<sup>th</sup> floor addition to the existing office building. The addition will complete the build-out of the 6<sup>th</sup> floor which was originally outdoor roof space with a center penthouse. Additional office space has been created in this space incrementally over time. No site changes are proposed.

Previous zoning actions for this property are noted below.

- 10/25/12, Approval for building canopy improvements
- 10/25/12, Approval to install two structural awnings
- 1/4/13, Approval for parallel sign
- 4/23/12, Approval to install HVAC unit
- 7/13/09, Approval for parking, circulation, lighting & stormwater improvements
- 6/9/08, Approval for awning and signage
- 4/9/08, Approval to enclose 6<sup>th</sup> floor patio
- 9/28/06, Approval to resurface existing landing and stairs
- 3/29/06, Approval to install wireless internet equipment
- 2/15/02, Approval to replace existing chiller pad with larger chiller pad
- 4/15/97, Approval to replace existing shed with new shed
- 8/24/89, Approval to install satellite communications equipment
- 8/24/89, Approval for exterior signage
- 1/26/89, Denial of exterior signage
- 2/25/88, Approval to construct 3 additional stories and expand parking

- 3/23/87, Approval for partial change in use from office to diet center
- 1/23/86, Denial to construct 3 additional stories and expand parking
- 11/6/73, Approval of sign variance
- 1971, Approval of office tower
- 7/9/68, Approval to construct new home southeast of the existing Lund Home and permit access to Glen Road

**Recommendation:** **Consent approval** as per, and subject to, the following findings and conditions:

## **I. Findings**

### **Article 4: Maps & Districts**

#### ***Sec. 4.4.2, Neighborhood Mixed Use District:***

##### ***(a) Purpose***

##### ***(1) NAC***

The NAC zone is intended to provide convenient neighborhood and city-wide oriented goods and services and employment opportunities. In this case, the existing office tower is a significant place of employment. No change in use is proposed. **(Affirmative finding)**

##### ***(b) Dimensional Standards & Density***

Building FAR will increase slightly with the additional 1,140 sf office area. The proposed building area will total 44,665 sf on the 130,724 sf lot. The resultant 0.34 FAR remains well below the 2.0 FAR limit in the NAC zone.

Lot coverage, setbacks, and building height all remain unchanged. **(Affirmative finding)**

##### ***(c) Permitted & Conditional Uses***

The existing office use will remain unchanged, albeit somewhat larger. Impact fees will apply to the additional office space to help offset impacts on city services. It also bears noting that a State of Vermont wastewater permit may be required. **(Affirmative finding as conditioned)**

##### ***(d) District Specific Regulations***

Not applicable.

### **Article 5: Citywide General Regulations**

#### ***Sec. 5.2.3, Lot Coverage Requirements***

See Sec. 4.4.2 (b) above.

#### ***Sec. 5.2.4, Buildable Area Calculation***

Not applicable.

#### ***Sec. 5.2.5, Setbacks***

See Sec. 4.4.2 (b) above.

#### ***Sec. 5.2.6, Building Height Limits***

See Sec. 4.4.2 (b) above.

#### ***Sec. 5.2.7, Density and Intensity of Development Calculations***

See Sec. 4.4.2 (b) above.

***Sec. 5.5.1, Nuisance Regulations***

Nothing in the proposal appears to constitute a nuisance under this criterion. **(Affirmative finding)**

***Sec. 5.5.2, Outdoor Lighting***

Not applicable.

***Sec. 5.5.3, Stormwater and Erosion Control***

Not applicable.

**Article 6: Development Review Standards**

***Part 1, Land Division Design Standards***

Not applicable.

***Part 2, Site Plan Design Standards***

***Sec. 6.2.2, Review Standards***

Not applicable.

***Part 3, Architectural Design Standards***

***Sec. 6.3.2, Review Standards***

***(a) Relate development to its environment***

***1. Massing, Height, and Scale***

The existing building is an anomaly along the Shelburne Street corridor and is significantly taller than anything around it. The existing building height will not change. It will, however, appear somewhat more massive along the Shelburne Street corridor. The relief currently provided by the 6<sup>th</sup> story setback along the Shelburne Street frontage will be eliminated with new enclosed building space. That said, the applicable design review criteria do not actually require upper story building setbacks unless the building is along a designated view corridor. This building is not along any such view corridor and is set back far from the street. The additional building mass of the proposed enclosure is somewhat offset by the darker coloration and different building materials than the lower building levels. **(Affirmative finding)**

***2. Roofs and Rooflines***

The primary roof form will remain flat, although now on a single plane, and the pitched penthouse roof will remain unchanged. **(Affirmative finding)**

***3. Building Openings***

The proposed fenestration will match that in the existing 6<sup>th</sup> story office space. **(Affirmative finding)**

***(b) Protection of important architectural resources***

Neither the subject building nor anything around it is historically significant. The proposed addition will have no adverse impacts on Burlington's historic resources. **(Affirmative finding)**

***(c) Protection of important public views***

There are no important public views from or through the subject property. It is not located within a designated view corridor. **(Affirmative finding)**

*(d) Provide an active and inviting street edge*

The subject building is set back far from the street and contributes little to the street edge. Its primary entrance is fairly obvious, and no changes are proposed. **(Affirmative finding)**

*(e) Quality of materials*

Exterior building materials are not noted and must be. The project plans suggest that materials will match the dark metal paneling on the existing 6<sup>th</sup> story office space. Likewise, proposed windows appear to match existing windows, but material details are needed. **(Affirmative finding as conditioned)**

*(f) Reduce energy utilization*

No information has been provided as to energy utilization. In any event, the proposed addition must comply with the city's current energy efficiency requirements. **(Affirmative finding as conditioned)**

*(g) Make advertising features complimentary to the site*

Not applicable.

*(h) Integrate infrastructure into the building design*

No new rooftop mechanical equipment or other exterior mechanical equipment is proposed. **(Affirmative finding)**

*(i) Make spaces safe and secure*

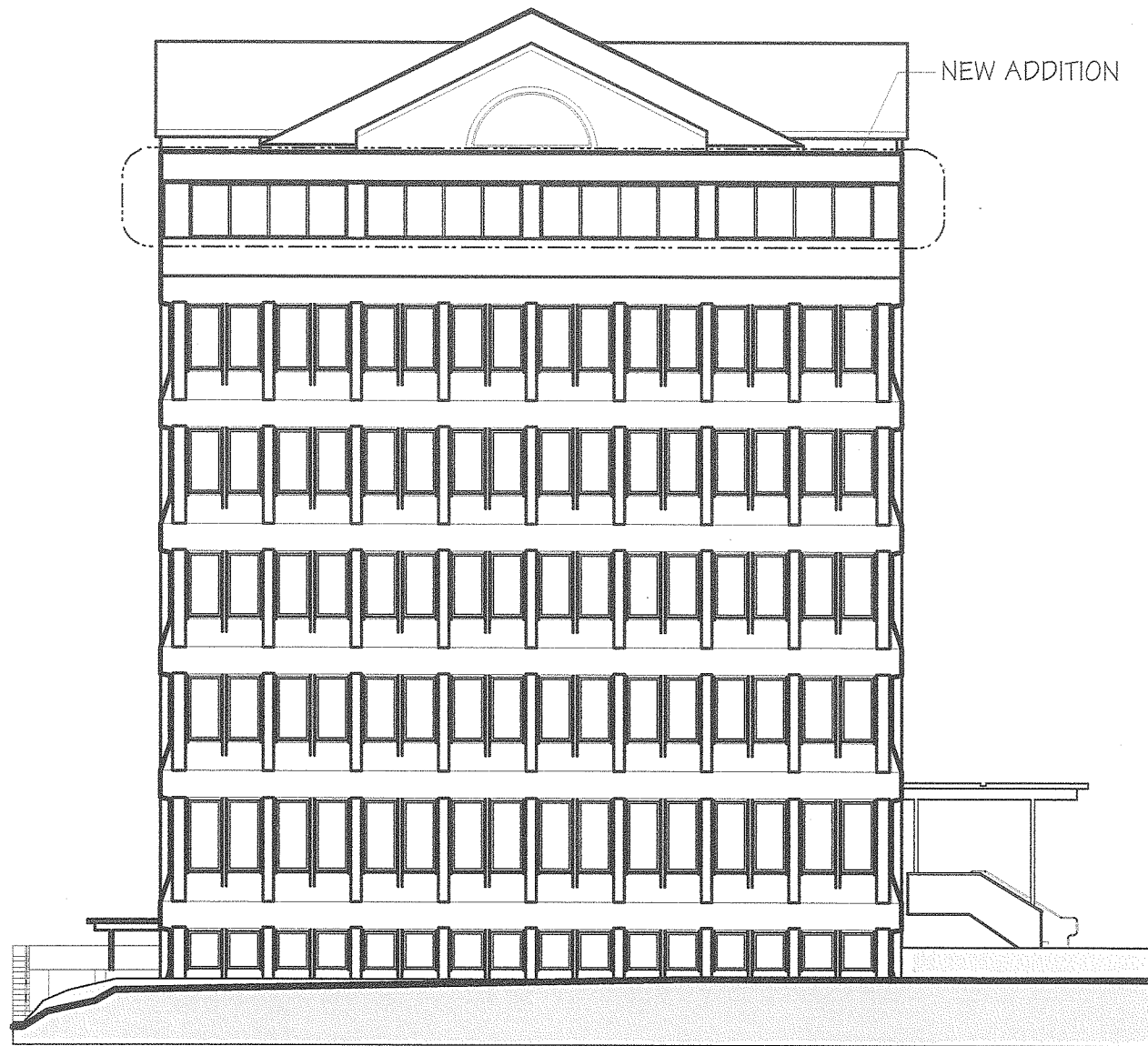
No changes to building safety or security are proposed. Applicable egress requirements will apply. **(Affirmative finding as conditioned)**

## **Article 8: Parking**

The subject property is located in the Shared Use Parking District. As such, the additional 1,140 sf office space will require 2 parking spaces (2 spaces per 1,000 sf office space). According to the zoning permit records, the property contains 186 parking spaces. The existing 43,525 sf office building requires 87 parking spaces. As proposed, it will require 89 parking spaces. More than adequate parking is available. **(Affirmative finding)**

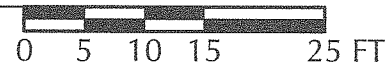
## **II. Conditions of Approval**

1. **Prior to release of the zoning permit**, revised building elevations noting exterior building and window materials shall be submitted, subject to staff review and approval.
2. At least **7 days prior to the issuance of a certificate of occupancy**, the applicant shall pay to the Treasurer's Office the impact fee as calculated by staff based on the net new square footage of the proposed development.
3. A State of Vermont wastewater permit may be required.
4. The proposed addition shall comply with Burlington's current energy efficiency standards and with Burlington's current egress requirements as established by Burlington Electric Department and Burlington Public Works, respectively.
5. Standard permit conditions 1 -15.



PROPOSED WEST ELEVATION

SCALE: 1/16" = 1'-0"



PROPOSED SOUTH ELEVATION

SCALE: 1/16" = 1'-0"



**RECEIVED**  
APR 11 2014

DEPARTMENT OF  
PLANNING & ZONING

# HICKOK & BOARDMAN PLACE - Sixth Flr Addition

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A Professional Corporation

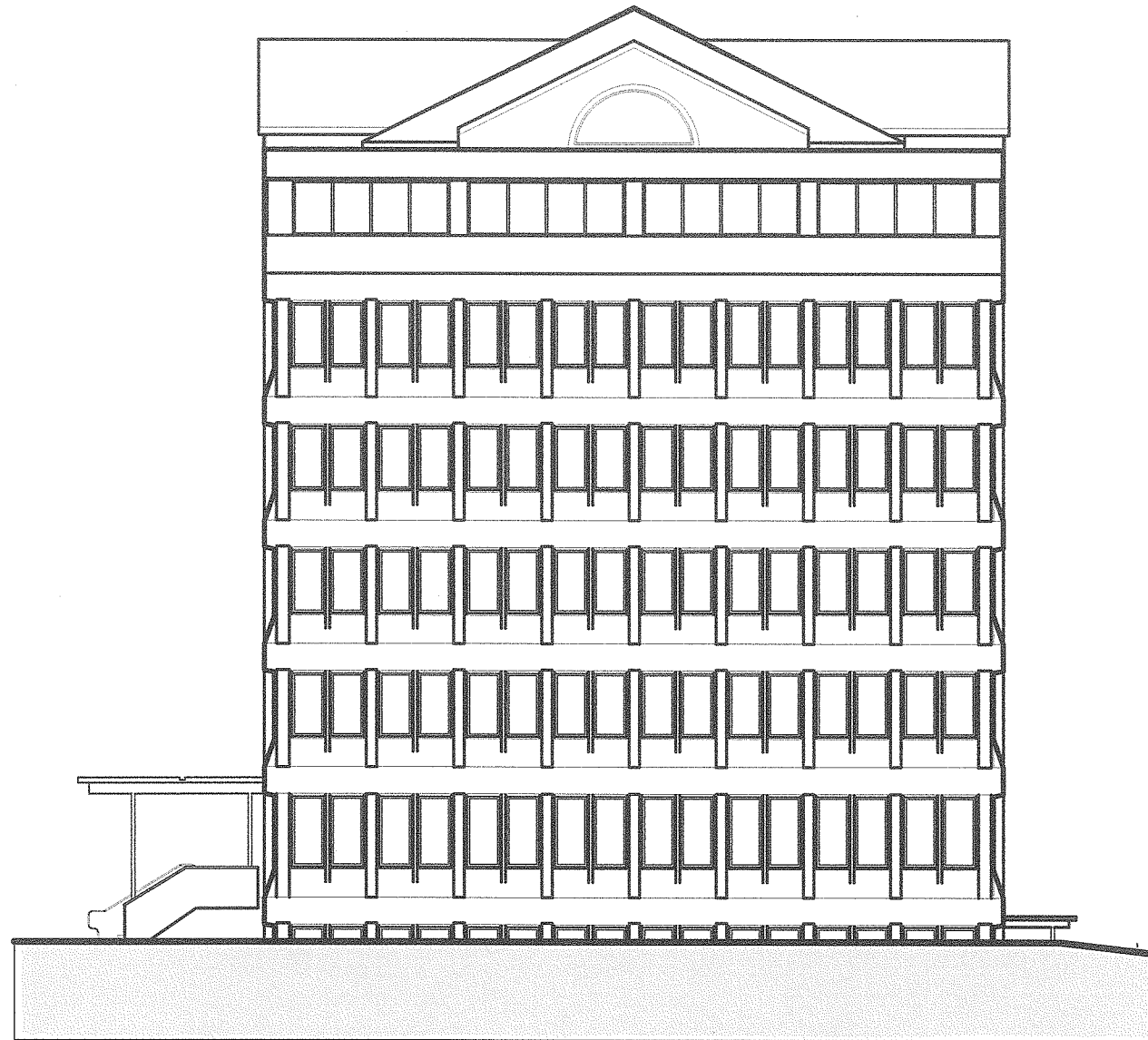
PROPOSED/PERMIT SET

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Wisniewski  
ARCHITECTURE

255 SOUTH CHAMPLAIN STREET  
BURLINGTON, VERMONT 05401  
T: 802.864.6693

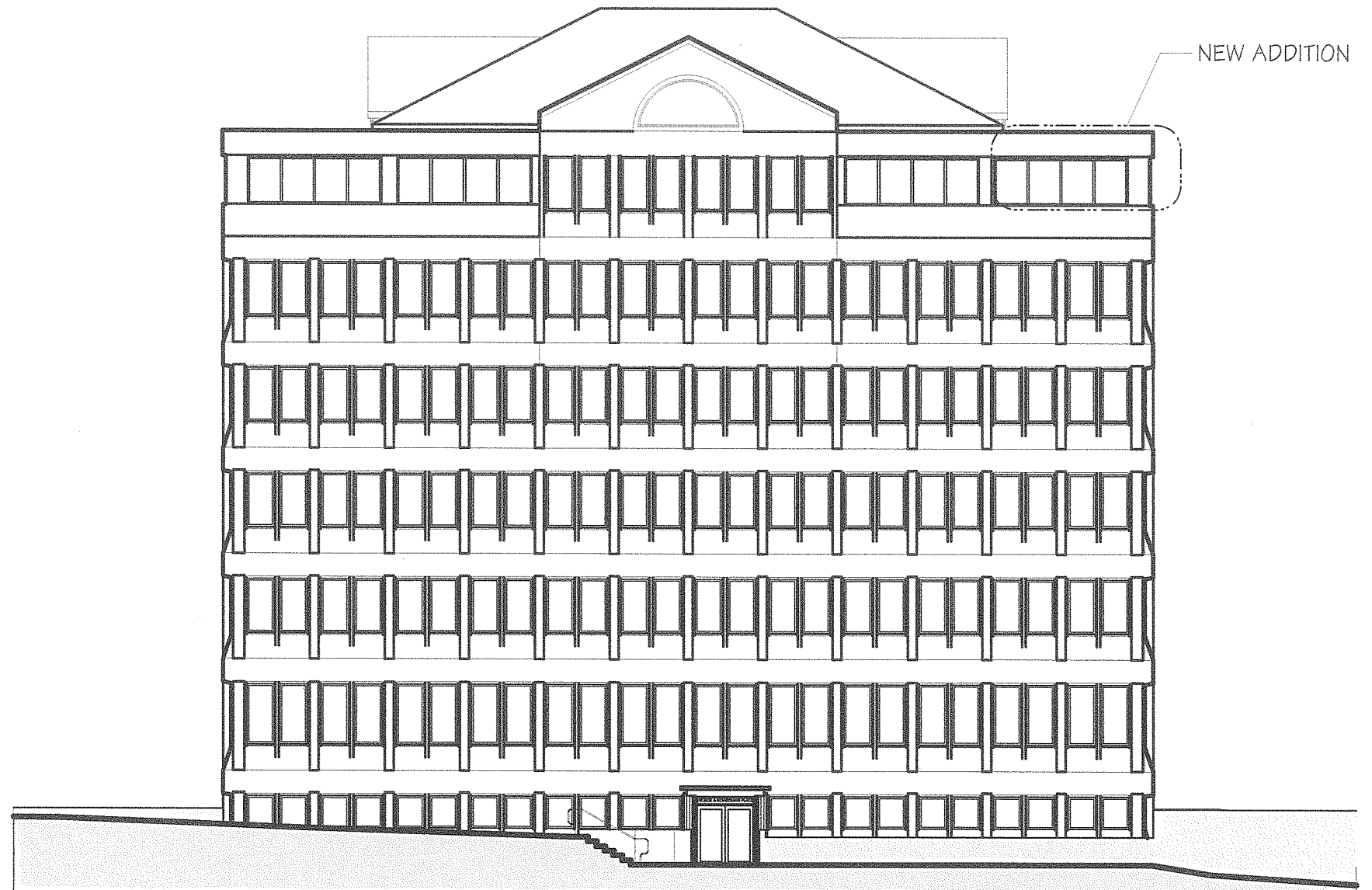
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PROPOSED EAST ELEVATION

SCALE: 1/16" = 1'-0"



PROPOSED NORTH ELEVATION

SCALE: 1/16" = 1'-0"



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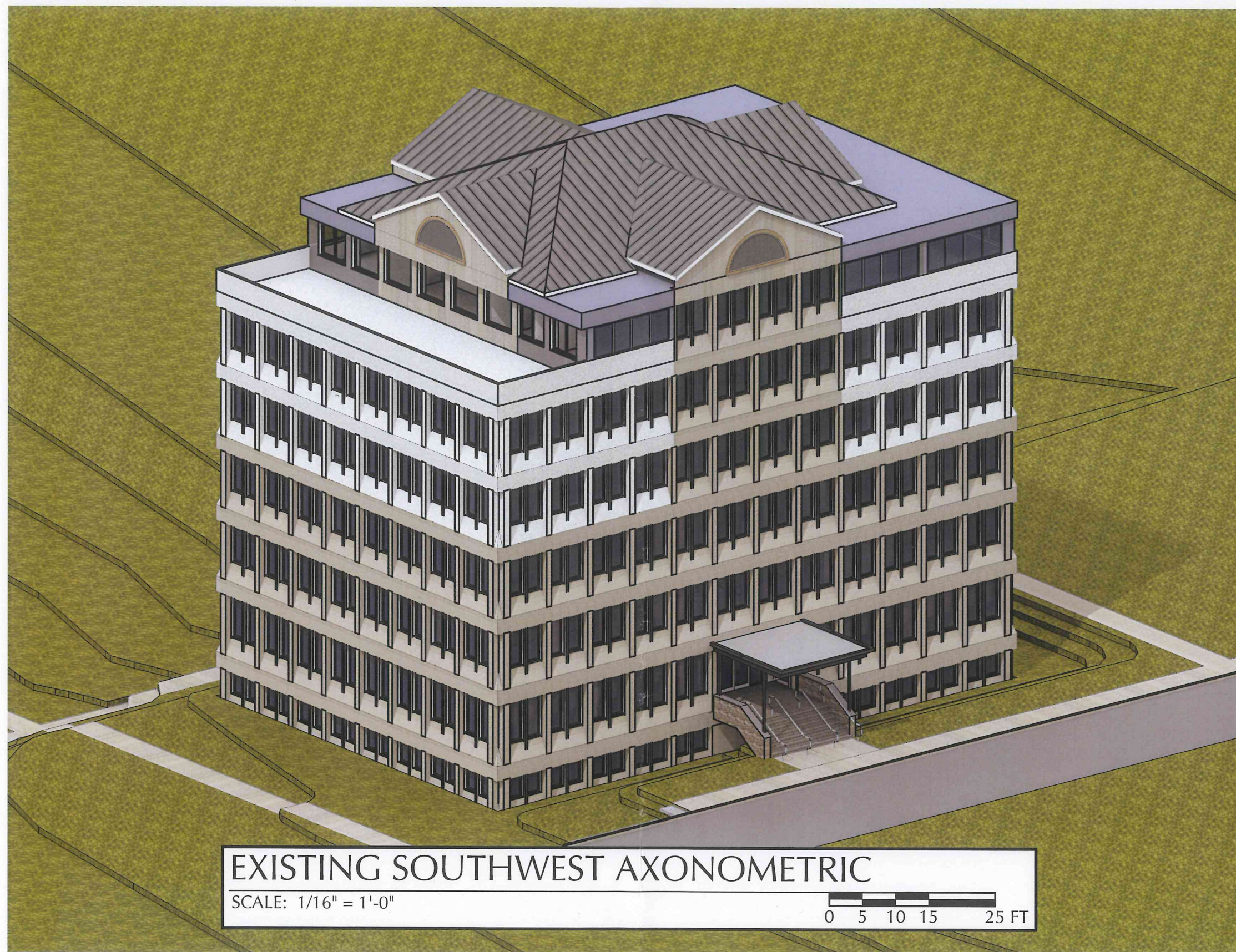
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EXISTING SOUTHWEST AXONOMETRIC

SCALE: 1/16" = 1'-0"

0 5 10 15 25 FT

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PROPOSED SOUTHWEST AXONOMETRIC

SCALE: 1/16" = 1'-0"

0 5 10 15 25 FT

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**A2-4.1**